WASHINGTON STATE DEPARTMENT OF AGRICULTURE (WSDA) PESTICIDE RECERTIFICATION COURSE ACCREDITATION POLICY

The goal of the recertification program is to assist pesticide licensees in meeting the requirements of changing technology and to assure that they maintain continuing competence in the safe and proper use of pesticides, and to assist structural pest inspectors in maintaining the technical proficiency necessary to competently perform wood destroying organism inspections. The purpose of this policy is to provide course sponsors consistent accreditation guidelines and instructions. For further information, go to *http://agr.wa.gov/PestFert/LicensingEd/Recertification.htm*.

Note: the pesticide license recertification standards can be referenced in RCW 15.58.233 of the Washington Pesticide Control Act and 17.21.128 of the Washington Pesticide Application Act.

To sponsor a WSDA accredited recertification course please refer to the attached instructions for classroom (formal) courses, continuing education opportunities employing the compilation method, or independent study programs (e.g. programs and courses using CD Rom, video, correspondence or other similar course materials and aids, and programs provided at an on-line web site).

General Sponsor Requirements:
- For formal classroom courses **and** programs using the compilation method, sponsors must submit the course information (below) to WSDA **at least three weeks prior** to the first day of the course.
- For independent study programs sponsors must submit the course information (below) to WSDA **at least 90 days prior** to the first day the course will be offered.
- Course information to be submitted includes:
  - a completed WSDA Request for Recertification Course Accreditation form; and,
  - an agenda or formal outline of the proposed course.
  - In addition, sponsors of independent study programs must provide a copy of the training materials (i.e. CD Rom, video or correspondence course aids) program participants will use. If the program offering is web based (where the user accesses and completes any or all training on-line) the sponsor must provide WSDA with access to the training web page [e.g. login and password].
- Failure to submit courses within the required time frames may result in denial of accreditation.

Recertification course requirements:
A credit hour is equivalent to 50 minutes of instruction. A course must contain a minimum of two credit hours (100 minutes) to qualify for accreditation. Sponsors must be willing to have WSDA personnel monitor any course that has been accredited and to waive registration fees for WSDA monitors. WSDA reserves the right to deny full accreditation to courses with open formats, programs where it is difficult to accurately document attendance and to programs that are not submitted at least three weeks in advance of the first day of the course. Based on sufficient cause, WSDA has the authority to adjust credit hours at anytime.

Topics that qualify for recertification credits:
Topics which **do** qualify for recertification accreditation include the safe and legal use of pesticides (i.e. how to apply products effectively, and efficiently, data from studies on the efficacy of a product, information on target pests, and training on the timing of the application for efficient and effective results), farm worker safety, calibration of application equipment, safe and appropriate disposal of pesticide wastes, toxicology of pesticides, soil infiltration by pesticides,

Topics that qualify for recertification credits (cont.):
wetlands issues directly related to pesticide use, integrated pest management, use of biological controls, use of non-chemical means of control, pest identification and life cycles, and plant pathology as it relates to horticulture and agriculture. Recertification credits are also granted for topics related to wood destroying organisms (WDO) including, but not limited to, their biology, conditions conducive to their development and infestation, the susceptibility of building materials to WDOs, and requirements for report writing and diagrams. (WDOs include termites, carpenter ants, moisture ants, wood infesting beetles and wood decay fungi.)

Topics which DO NOT qualify for recertification credits:
Topics which **do not** qualify for recertification accreditation include the business aspects of the pesticide application industry, general production techniques, storage and handling of commodities, marketing (i.e. discussions, of a "sales" nature), comparison of varieties, geology, public relations of pesticide use, customer relations, crop fertilization, fertilizers and water issues, plant health issues not directly related to the management of pests, and laws and regulations not related to pesticide use or structural pest inspections.

Sponsor responsibilities:
The sponsor of a recertification program is responsible for ensuring the integrity of the accreditation process   This includes: submittal of required information to WSDA in a **timely** manner; notification of any changes to the content, structure, time, date and/or location of the course; assurance that licensees only sign the roster for themselves and that they attend the session(s) for which they are signing; distribution of the roster sheets at the end of the approved sessions; return of the original sign-up sheets to WSDA even if they have not been used; and consent that any WSDA monitor in attendance may take charge of the roster sheet*s*.   In the case of independent study, sponsors must verify the identity of a participant and provide WSDA written documentation that the participant has successfully completed the accredited course. Participants may earn credit - in any given course - **only once** in a calendar year.
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Written verification:
Written verification may be by,
- letter,
- certificate of completion,
- online, or by
- e-mail.

Written verification must include the,
- participant's full name,
- participant's WSDA pesticide license number,
- date the participant completed the course,
- method or methods used to determine a participant's successful course completion*
- method "standard" (i.e. a 70% passing score on a written exam)*, and
- name or title of the completed course and its assigned WSDA recertification course number.

*Independent study course only